

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1132

**GRADE:** S-31

**TITLE:** ASSISTANT DIRECTOR

PERSONAL PROPERTY, STATE INCOME AND LICENSE

**DEFINITION:**

Under direction, to assist in planning, directing and coordinating the functions of the Personal Property, State Income and License Division; to act for the Director in the Director's absence; and to do related work as required.

**TYPICAL TASKS:**

Assists the Director in administration of State Income Tax and Licensing Programs, County Personal Property Tax and Business, Professional and Occupational Licensing Program; As required, formulates office policies and standard operating procedures and monitors implementation;

Trains and instructs subordinates on tax and licensing statutes, ordinances and related directives; Prepares revenue estimates and submits recommendations to superiors on matters related to administration of current and proposed tax and licensing programs;

Coordinates with other County agencies to assure consistency in policies regarding the assessment and collection of taxes;

Analyzes and evaluates accounting procedures and recommends methods improvements;

Coordinates the development, approves and monitors implementation of new or revised automated programs initiated in support of Division requirements;

Audits business license and personal property tax records and reports and reconciles or assists in reconciliation of discrepancies with other County agencies or the public;

Provides technical guidance and assistance to the Division staff, general public and business representatives on licensing and tax matters and negotiates settlement of controversial issues;

Assumes overall supervision of the Division in the absence of the Director; and performs such other related duties as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of applicable State and County tax and business licensing laws and procedures;

Knowledge of accounting techniques, principles and practices;

Knowledge of organization management and personnel administration;

Ability to plan, organize, train, coordinate and direct the work of technical and clerical personnel;

Ability to establish and maintain effective harmonious relationships with supervisors, contemporaries, subordinates, and other government personnel and the public.

**EMPLOYMENT STANDARDS:**

Graduation from college and three years of professional experience in governmental accounting and/or administration of State and local tax and licensing programs.

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**NECESSARY SPECIAL REQUIREMENTS:**

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED:

April 16, 2002